



# TANZA WATER DISTRICT

## PROCUREMENT CONTROL PROCEDURE

Type of Document:

Quality Management System Procedures

Document No.

TWD-QP-AGS-005

Rev. no.

Ø

Page 1 of 10

Execution Date	Rev. No.	Revision Type	Change Description	Page Affected	Originator
NOV 04 2016	Ø	New	Newly established in accordance to the ISO 9001:2015 requirements.	-	AGS

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1.0 OBJECTIVE

This procedure is established to provide standardized process for procurement in compliance with Republic Act (R.A.) 9184 otherwise known as Philippine Government Procurement Law of all transactions of the Tanza Water District.

2.0 SCOPE

This procedure covers all modes of procurement of the Tanza Water District that includes goods, consulting services and infrastructure projects acquired by the water district in its operation.

3.0 DEFINITION OF TERMS

- 3.1 BAC – refers to Bids and Awards Committee established in accordance with Rule V of the IRR-A of R.A. 9184.
- 3.2 Bidder – refers to an eligible contractor, manufacturer, supplier, distributor and/or consultant competing for the award of a contract in any government procurement.
- 3.3 Bidding Documents – refers to documents issued by the Procuring Entity as the basis for Bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects and consulting services to be provided.
- 3.4 Bid – refers to a signed offer or proposal submitted by a supplier, manufacturer, distributor, contractor or consultant in response to the Bidding Documents.
- 3.5 Competitive/Public Bidding – refers to method of procurement which is open to participation by any interested party which consists of the following processes: advertisement, pre-bid conference, eligibility screening of prospective bidders, receipt and opening of bids, evaluation of bids, post-qualification and award of contract.
- 3.6 Direct Contracting – refers to a method of procurement that does not required elaborate Bidding Documents because the supplier is simply asked to submit a price quotation or a pro-forma invoice together with the condition of sale, which offer may be accepted immediately or after some negotiations.
- 3.7 Request for Quotation (RFQ) – refers to canvass form for small value procurements.
- 3.8 Shopping – refers to a method of procurement of goods whereby the procuring entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualification. This method of procurement shall be employed only in any the following cases:
  - 3.8.1 When there is an unforeseen contingency requiring immediate purchase, provided however, that the amount shall not exceed two hundred thousand pesos (P 200,000.00).
  - 3.8.2 Procurement of ordinary or regular supplies and equipment not available in the Procurement Service involving the amount not exceeding one million pesos

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	<h1>Procurement Control Procedure</h1>	Document No. : TWD-QP-AGS-005
		Revision Level : Ø
		Page : Page 3 of 10

(P 1,000,000.00), provided however, the procurement does not result in splitting of contracts.

- 3.9

PhilGeps – refers to Philippine Government Electronics Procurement System to promote transparency and efficiency, information and communications technology that shall be utilized in the conduct of procurement procedures.
- 3.10

Abstract of Bids – refers to the form used and prepared after all bids have been received, opened, examined, evaluated and ranked.
- 3.11

BAC Resolution – refers to the form used and prepared after the BAC determines that the bidder with the Lowest Calculated Bid passes all the criteria for post-qualification and it shall declare the said bidder as the bidder with the Lowest Calculated and Responsive Bid.
- 3.12

Notice of Award – refers to the form issued after the BAC determines and declares the bidder with the Lowest Calculated and Responsive Bid.
- 3.13

Contract – refers to an agreement entered into voluntarily by two (2) parties or more with the intention of creating a legal obligation, which may have elements in writing.
- 3.14

CAF - Certificate of Availability of Fund.
- 3.15

PR – Purchase Requisition.
- 3.16

PO – Purchase Order.
- 4.0

REFERENCE DOCUMENTS

4.1

Control of Documented Information Procedure

4.2

RA 9184 – Philippine Government Procurement Law

4.3

External Providers Accreditation and Performance Evaluation Procedure
- 5.0

RESPONSIBILITY AND AUTHORITY

5.1

The General Manager shall be responsible for the approval of all Purchase Requests, Notice of Awards, Purchase Orders and Contracts.

5.2

The Bids and Awards Committee shall be responsible to:

5.2.1

Determine the mode of procurement.

5.2.2

PhilGeps posting and publication.

5.2.3

Prepare Request for Quotations and Bid Documents.

5.2.4

Accredit suppliers and contractors.

5.2.5

Open Request for Quotations and Bid Papers.

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5.2.7 Communicate with Suppliers and Contractors.

6.0 PROCEDURE DETAILS

6.1 Procurement Process

6.1.1 Shopping

Process Flow	In-charge	Process Description	Records
Start			
Submission of Request Form	Requestor	Shall submit duly accomplished Request Form to the AGSD with the approval of immediate supervisor.	Request Form
Receipt of Request Form	AGSD staff	Shall receive Request Form, prepare Purchase Requisition (PR) form and have it signed by the proper authority.	Request Form Purchase Requisition (PR)
Checking of PR	Division Manager of AGSD	Shall check the PR.	Purchase Requisition (PR)
Approval of PR	General Manager	Shall approve the PR.	Purchase Requisition (PR)
Solicitation of Price Quotation	AGSD staff	Shall prepare Canvass Sheets and solicit price quotations to accredited suppliers.	Canvass Sheets
Submission of Price Quotation	Accredited Suppliers	Shall submit price quotations as requested.  <i>Note:</i> Suppliers may opt to use own format of price quotations rather than the canvass sheet form of TWD.	Accomplished Canvass Sheets
A			

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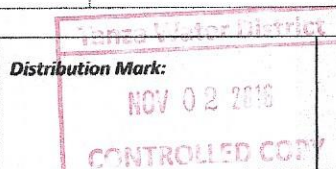
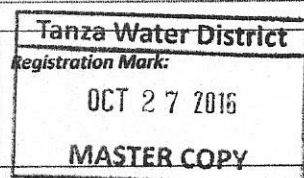
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Document No. : TWD-QP-AGS-005


Revision Level : Ø

Page : Page 5 of 10

A			
Preparation of Abstract of Canvass	AGSD personnel	Shall collect all accomplished canvass sheets and prepare Abstract of Canvass of Quotation to compare which supplier offers the lowest price.  <i>Note:</i> Other factors such as availability of items, delivery time, after sales service, terms of payment etc. may also be considered in making decisions on whom to award the Purchase Order.	Abstract of Canvass of Quotation
Preparation of Purchase Order	AGSD personnel	Shall prepare the Purchase Order (PO), indicate all information, attach all necessary documents.	Purchase Order (PO)
Checking of Purchase Order	Division Manager of AGSD	Shall check the PO.	Purchase Order (PO)
Certification of Availability of Funds	Division Manager of ACMD	Shall certify the availability of funds for the PO.	Purchase Order (PO)
Approval of Purchase Order	General Manager	Shall approve the PO.	Purchase Order (PO)
Awarding of Purchase Order	AGSD staff	Shall communicate with the winning supplier to award the PO.	Purchase Order (PO)
Forwarding of PO to ACMD	AGSD staff	Shall forward the PO to ACMD for payment.	Purchase Order (PO)
B			



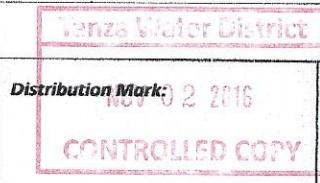
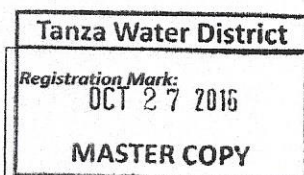
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	<h2 style="text-align: center;">Procurement Control Procedure</h2>	Document No. : TWD-QP-AGS-005
		Revision Level : Ø
		Page : Page 6 of 10

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<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: 150px; margin: 0 auto;">Inspection and Acceptance of Delivery</div>	Supply Officer/ End-user and Inspection Team	Shall inspect, verify and accept the delivery of goods based on Purchase Order and Delivery Receipt and accomplish the Inspection and Acceptance Report.	Inspection and Acceptance Report Form
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: 150px; margin: 0 auto;">PO Monitoring</div>	AGSD staff	Shall monitor status of issued PO using the Purchase Order Monitoring Logbook.	Purchase Order Monitoring Logbook
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: 150px; margin: 0 auto;">End</div>			

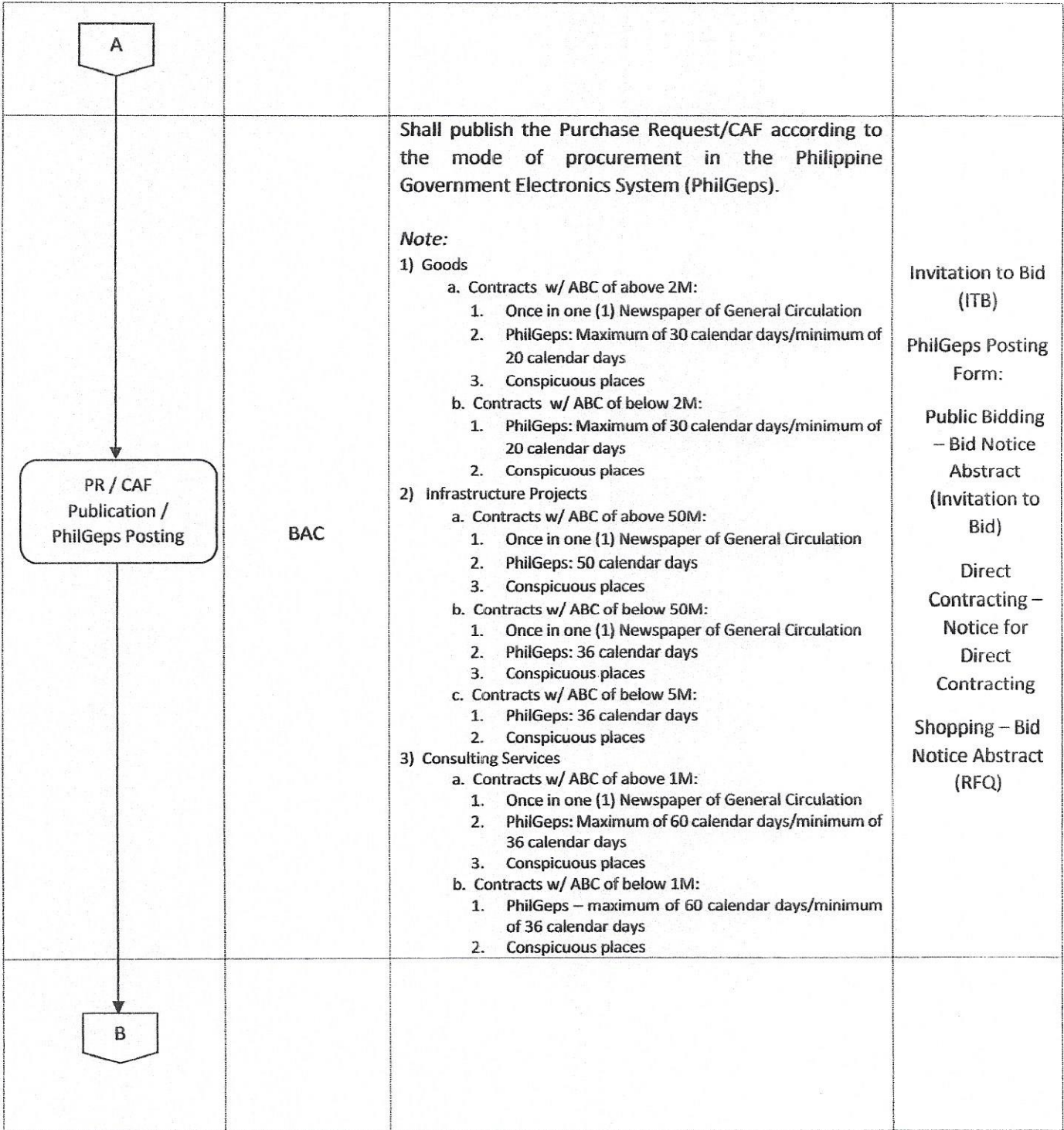
### 6.1.2 Procurement of Goods, Infrastructure and Consulting Services through BAC

Process Flow	In-charge	Process Description	Records
<div style="border: 1px solid black; border-radius: 15px; padding: 5px; width: 150px; margin: 0 auto;">Start</div>			
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: 150px; margin: 0 auto;">Receiving of Request Form</div>	AGSD personnel/ BAC	<p>Shall receive approved Request Form and prepare Purchase Request (PR) with attached Annual Procurement Plan/CAF and/or Program of Work (POW).</p> <p><i>Note:</i></p> <p>1) For Goods and Services:</p> <p style="margin-left: 40px;">a. PR b. APP</p> <p>2) For Infrastructure Project:</p> <p style="margin-left: 40px;">a. CAF b. POW</p>	<p>Annual Procurement Plan (APP)</p> <p>Purchase Request (PR)</p> <p>Certificate of Availability of Fund (CAF)</p> <p>Program of Work (POW)</p>
<div style="border: 1px solid black; width: 40px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">A</div>			



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Document No. : TWD-QP-AGS-005

Revision Level : Ø

Page : Page 8 of 10

B			
Preparation of RFQ / Bid Documents	BAC	Shall prepare Request for Quotation (RFQ) and Bidding Documents for signature of the BAC Chairman.	Request for Quotation (RFQ) Bid Documents
Pre-Bid Conference	BAC	Shall convene to conduct Pre-Bid Conference for PR with ABC of above 1M for goods and 2M above for Infra.	Invitation to Bid Bidding Documents
Submitting and Opening of Bids	BAC	Shall convene to open Request for Quotation (RFQ) / Bid Proposals.	Bid Proposals
Bid Evaluation and Post Qualification	BAC	Shall conduct Bid Evaluation and Post Qualification to determine the supplier/ contractor with the lowest calculated and responsive bid.	Bid Proposals Eligibility Requirements/ Supplier's Certificate of Registration
Preparation of Abstract of Bids and BAC Resolution	BAC	Shall prepare Abstract of Bids and BAC Resolution for signature of the BAC Members, Secretariat and End-User Representative.	Abstract of Bids as Read Abstract of Bids as Calculated BAC Resolution
Preparation of Notice of Award, Purchase Order / Contract	BAC	Shall prepare Notice of Award, Purchase Order/Contract and indicate the PO number and date and record in the Purchase Order Monitoring Logbook and transmit to the Office of the General Manager for the approval and signature.	Notice of Award Purchase Order Contract Purchase Order Monitoring Logbook
C			

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<div>C</div>			
<div>Approval</div>	General Manager	Shall approve/sign the Notice of Award, Purchase Order/Contract.	Notice of Award Purchase Order Contract
<div>Serve Notice of Award, Purchase Order / Contract</div>	BAC	Shall serve the approved Notice of Award, Purchase Order/Contract to the winning supplier/contractor.	Notice of Award Purchase Order Contract
<div>Inspection and Acceptance of Delivery</div>	Concerned Division and Inspection Team	Shall inspect, verify and accept the delivery of goods based on Purchase Order and Delivery Receipt and accomplish the Inspection and Acceptance Report.	Inspection and Acceptance Report
<div>PO Monitoring</div>	AGSD staff	Shall monitor status of issued PO using the Purchase Order Monitoring Logbook.	Purchase Order Monitoring Logbook
<div>End</div>			

6.2 Reports

Reports	Frequency	Responsible
Purchase Order Monitoring	Monthly	AGSD Personnel

7.0 PERFORMANCE INDICATORS

- 7.1 All purchase requisitions shall be properly monitored, implemented and delivered on-time and items shall conform to the specifications set by TWD as to quantity, quality and other terms agreed with the suppliers.

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- 8.0 ATTACHMENTS AND FORMS
- 8.1 Form 1 – Request Form
  - 8.2 Form 2 – Purchase Requisition
  - 8.3 Form 3 - Canvass Sheet
  - 8.4 Form 4 – Abstract of Quotation of Canvass
  - 8.5 Form 5 - Purchase Order
  - 8.6 Logbook 1 - Purchase Order (PO) Monitoring





Republic of the Philippines  
**TANZA WATER DISTRICT**  
Tanza, Cavite

**REQUEST FORM**

Date: \_\_\_\_\_

Item No.	Quantity	Unit	Particulars	Remarks
Purpose: _____				

Requested by:

\_\_\_\_\_

Immediate Supervisor:

\_\_\_\_\_

Received by:

\_\_\_\_\_

Date Received:

\_\_\_\_\_



Republic of the Philippines  
**TANZA WATER DISTRICT**  
Tanza, Cavite

**REQUEST FORM**

Date: \_\_\_\_\_

Item No.	Quantity	Unit	Particulars	Remarks
Purpose: _____				

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Requested by:

\_\_\_\_\_

Immediate Supervisor:

\_\_\_\_\_

Received by:

\_\_\_\_\_

Date Received:

\_\_\_\_\_

# PURCHASE REQUISITION

**Division:** \_\_\_\_\_

PR No.: \_\_\_\_\_

Date: \_\_\_\_\_

Item No.	Quantity	Unit	Stock No.	Item Description	Date Needed	Available Stock
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**Purpose:** \_\_\_\_\_

<b>Signature:</b> <b>Printed Name:</b> <b>Designation:</b> <b>Date:</b>	<b>Requested by:</b>	<b>Prepared by:</b>	<b>Checked by:</b>	<b>Approved by:</b>
		<b>LEONIDES M. BOBADILLA</b>	<b>KAREN P. MAESTRADO</b>	<b>Engr. MYRNA P. BOBADILLA</b>
		<b>ASA-A</b>	<b>DMB - AGSD</b>	<b>General Manager</b>



## CANVASS SHEET

[illegible]

Signature over Printed Name

### ABSTRACT OF QUOTATION OF CANVASS

Date: \_\_\_\_\_

Item No.	Qty.	Unit	Articles / Services	SUPPLIERS					
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
			TOTAL:		P		P		P

After careful deliberation of the above, the Tanza Water District has decided to accept and offer the AWARD to \_\_\_\_\_ for being the lowest, most reasonable and advantageous to the best interest of the government.

**General Manager**



## PURCHASE ORDER

PO No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
PR No.: \_\_\_\_\_  
Date: \_\_\_\_\_

Place of delivery: \_\_\_\_\_  
Date of delivery: \_\_\_\_\_

**Delivery Term:** \_\_\_\_\_  
**Payment Term:** \_\_\_\_\_

Stock No.	Quantity	Unit	Description	Unit Cost	Amount
				Php	Php
(Total Amount in Words):					Php
Signature:	Prepared by:	Checked by:	Approved by:	Conforme:	
Printed Name:	LEONIDES M. BOBADILLA	KAREN P. MAESTRADO	Engr. MYRNA P. BOBADILLA		
Designation:	ASA-A	DMB-AGSD	General Manager		
Date:					

## P.O. MONITORING LOGBOOK

[illegible]